



**CONSTITUTION OF THE WILLIAMNAGAR
GOVERNMENT COLLEGE ALUMNI
ASSOCIATION**

Founded in 03rd November 2021
:: At Williamnagar Government College,
East Garo Hills, Meghalaya

Registered in Societies of Registration Act XXI of 1860,
Vide Regd. No. MEG-ROS/2022/00400

CONSTITUTION OF "WILLIAMNAGAR GOVERNMENT COLLEGE ALUMNI ASSOCIATION"



ARTICLE-I: NAME

The name of the Association shall be the "Williamnagar Government College Alumni Association (WGCAA)", hereinafter referred to as "the Association".

Note: The expression "ALUMNI" for this purpose shall include the graduated ex-students of this Williamnagar Government College.

ARTICLE-1.2 NATURE & PURPOSE OF THE ASSOCIATION

This shall be purely Non-political, non-commercial and non-religious association and its mission is to serve and add value to the College, its students, fellow alumni, local chapters and friends of the Association.

ARTICLE-1.3 SUPERINTENDENT & CONTROL OF THE ASSOCIATION

The exclusion and ultimate control of the affairs of the Association shall be vested in its active individual members and shall be exercised, subject to the control of said members, by the Principal/Vice-Principal of the college.

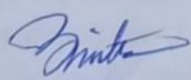
ARTICLE-1.4 OFFICE & CORRESPONDING ADDRESS OF THE ASSOCIATION


The Office & the corresponding address of the Association shall be at Williamnagar Government College- P.O Williamnagar, East Garo Hills, Dist. East Garo Hills, Meghalaya. Pincode 794111.

ARTICLE II: OBJECTIVES-

The goal of the Alumni Association is to promote the best interests of college and its alumni. The objectives are: The objectives of the Association shall be as follows:

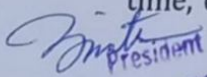
1. To promote interaction amongst students and to serve as a link between the ongoing college students and the authorities of Williamnagar Government College (WGC).
2. To encourage, foster and promote close relations among the alumni themselves.
3. To guide and assist Alumni who have recently completed their courses of study at the Williamnagar Government College to keep them engaged in productive pursuits useful to the society.


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4. To provide a forum for the Alumni for the exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni.
5. To conduct workshops, seminars and continued social education sessions and meetings for the purpose of promotion of social service.
6. To publish or assist in the publication of **The WILLIAMNAGAR GOVERNMENT ALUMNI ASSOCIATION** newsletter, books or journals by members by the said association.
7. To assist needy Williamnagar Government College students by contributing to their academic requirements such as books allowances and financial contribution to the most necessary circumstances.
8. Any other objectives that the Executive Committee and General Body may deem fit in the interest of this ASSOCIATION.
9. To hold and organize periodical alumni meetings in the college premises.
10. To mobilize and generate resources and funds through subscription or membership fees to carry out the objectives of the Association in the best interest of the college.
11. All the income earned through subscription/ membership fee of the Alumni Association shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of the Association or to any person claiming through any one or more of the present or the past members. No members of the Association shall have any personal claims whatsoever, by virtue of this membership.
12. To let the alumni acknowledge their gratitude to their college.
13. To represent and participate in the conferences, seminars, Founder's day celebrations, cultural and sports activities organized by college authorities.
14. Formal college magazine of Alumni Association shall be published once a year considering the better each of our alumni to all over the Garo Hills.
15. The Association may, with or by the help of District Authorities i.e., Deputy Commissioner / District Legal Service Authority / Forest and Environmental Department, Medical Department and some professionals / experts from time to time, organize awareness camps in different parts of East Garo Hills District to


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provide free counselling in respect of environmental issues, wild life, literacy, social problems, legal rights and issues etc.



16. To make bylaws, rules and regulations of Alumni Association and to amend, to change or add to the same as and when necessary.

ARTICLE-III: PATRONS

The Principal and the Vice-Principal of the college shall be the Patron and Vice-Patron of the Association, respectively.

ARTICLE-IV: MEMBERSHIP & CLASSES

1. Membership shall consist of three categories/classes:

- a. Full Members
- b. Associate Members
- c. Honorary Members

2. Eligibility Criteria

2.1 Full Membership:

- a. Any person who is a graduate from Williamnagar Govt. College,
- b. An associate member who has been a member for continuous period of three years shall be eligible, on completion of such period, to apply for full membership of the Association.

-Shall be eligible to apply full membership of the Association.

2.2 Associate Membership:

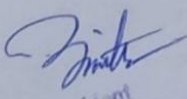
Any person who is or has been a Principal, Vice-Principal or faculty members of the Williamnagar govt. College.


-Shall be eligible to apply for associate membership of the Association

2.3 Honorary Membership:

- a. Trustees and ex-trustees, members and ex-members of the faculty,
- b. Other persons having performed/rendered distinguished service for the college or students or association-

-Shall be eligible for honorary membership of the Association.


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3. Admission to Membership:

3.1 Full Membership and Associate Membership

- i. An application should be made to the Association on the prescribed form,
- ii. The membership fee prescribed in the by-laws should be paid.

3.2 Honorary Membership:

- i. Nomination by the Managing Committee of the Association.

4. Cassation of Membership may occur due to:

- a. Death,
- b. Resignation,
- c. Non-payment of subscription for a continuous period of two years,
- d. Expulsion as defined in the by-laws.

5. Rights of Members:

5.1 All members who have been enrolled as full members of the Association and who have paid the prescribed membership fees for the year shall have the right to:

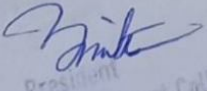
- a. Receive all communications from the General Secretary,
- b. Vote
- c. Propose the candidature of another member,
- d. Hold office in the Association.
- e. Any other (if arises).


5.2 All members who have been enrolled as associate members and have paid the prescribed membership fees for the year as well as all honorary members shall receive all communications from the General Secretary.

GOVERNANCE

ARTICLE-V: OFFICERS AND THE MANAGING COMMITTEE

1. The office bearers of the Association shall consist of:
 - a. President
 - b. Vice-Presidents
 - c. General Secretary
 - d. Accountant
 - e. Treasurer
 - f. Auditor
 - g. Or any other officers nominated for specific purpose (s) from time to time.


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General Secretary
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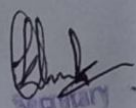
2. There shall be a Managing Committee of the Association which consist of not more than 12 members; namely-
 - a. The Officers of the Association.
 - b. The Principal and any three of faculties of the college.
 - c. Two members elected at the Annual General Meeting.
 - d. A maximum of twelve other persons appointed to represent different field of study in the college and different fields of activities of the Association.
3. The powers and duties of the Executive Officers and Managing Committee are specified in appended hereto.
4. The Officers of the Association and other six (2) Managing Committee members shall be conducted as defined in the by-laws.

ELECTIONS

ARTICLE- VI

1. The election to the officers of the association shall be held in the Annual General Meeting i.e February.
2. The Nominating Committee is charged with identifying candidates to fill the leadership positions of the Alumni Association. The committee shall prepare a slate of candidates to be presented before one month prior to the election. The members of the Nominating Committee shall be elected by the voting delegates at the Special Meeting preceding the election year.
3. Prospective candidates for office shall complete a Nomination Packet by the deadline established by the Nominating Committee that verifies a candidate's giving to the alumni foundation.
4. Members nominated for office must give written verification to the committee of their acceptance of the nomination and their consent to serve, if elected, before being added to the slate of officers and the ballot Members nominated for office must be registered.


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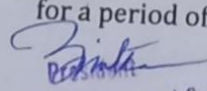
ARTICLE- VII

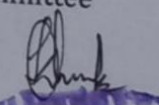
TERMS OF OFFICE

1. The officers shall be sworn in during the Annual General Meeting after election results are published.
2. The tenure of all officers shall be a two-year term from the date of such appointment,
3. No member may serve in a given office for more than two (2) consecutive terms.
4. The term of office of an elected officer shall begin with the election and installation of such officer and end with the election and installation of his or her successor.
5. Any vacancy in an Elected Office, occurring during the interim, shall be filled by appointment from the Alumni Association, President with the approval of the Managing Committee. The exception shall be the vacancy in the Office of the Alumni Association President, which shall be filled by the First Vice President.
6. The Managing Committee shall approve or disapprove the appointee by a majority vote at any meeting of the Committee, provided a quorum is present.
7. Candidates for an appointment must meet eligibility requirements of the position as stated in the Constitution to the extent possible. Any person so appointed shall hold office until the next regularly scheduled election for that position.
8. That association may make rules in this regards as specific in amendment procedure.

ARTICLE-VI: COMMITTEES

1. There shall be Standing Committee on:
 - i. College Development
 - ii. Student Welfare
 - iii. Finance
 - iv. Public Relations & Alumni Welfare
 - v. Continuing Education & Extension Education
 - vi. Alumni Association & Reunions
 - vii. Elections & Constitutional Matters
2. The managing Committee may, in addition to the abovementioned committees, appoint any other committee for a specific purpose.
3. Each of the Standing Committee shall be nominated by the Managing Committee for a period of one year.


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4. Each standing Committee shall consist of a minimum of five members of whom, one shall be a member of the Managing Committee.
5. The Standing Committee on College Development, Student Welfare, Finance, Public Relation & Alumni Welfare and Continuing Education & Extension Education shall be chaired by either President or Vice-President. The other committees may elect their own Chairmen.
6. Any members nominated by the General Secretary shall function as the Secretary of each Standing Committee.
7. The General Secretary shall be a member of the Standing Committee on Elections and Constitutional Matters.
8. The Treasurer shall be a member of the Standing Committee on Finance.

ARTICLE-VII: MEETINGS

Meetings shall be held as set forth herein and as provided in the by-laws.

1. Annual General Meeting

- a. The Annual General Meeting of the Association shall be held during the third week of February or Homecoming Weekend annually.
- b. The purpose of the Annual General Meeting shall be designed to update the assembled financially active membership on the state of the association and to conduct and enact its business.

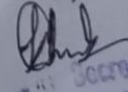
2. Regular Meetings

- a. The Executive Officers/Members along with the Managing Committee shall hold at least four (4) regular meetings each year.
- b. A quorum constitutes a majority or 51% of both the members for the purpose of conducting the business of the Association at a regular meeting.

3. Special or Call Meetings

- a. Special Meeting of the Association shall be convened by the General Secretary of the Association at the request of not less than twenty-five members or at the request of the Managing Committee. The quorum at a special or general meeting of the Association shall be fifty or 1/10 of the full members eligible to vote, whichever is less.


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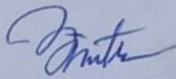

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ARTICLE-VIII: LEGAL & FINANCIAL MATTERS

1. The Managing Committee may authorize any officer or officers, agent or agents of the Association, to enter into any contract and execute and deliver any instrument in the name of and on behalf of the Association.
2. All funds of the Association shall be deposited to the credit of the Association in such banks and/or other institutions in current accounts and/or savings accounts and/or deposits, as the Managing Committee may decide, from time to time.
3. All cheques, drafts, orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be signed jointly by the President and the General Secretary or one of the Vice-Presidents authorized by the Managing Committee on consultation with treasurer.
4. The Managing Committee may accept, on behalf of the Association, any gifts for any general or special purpose of the Association. A written receipt shall be issued by the Treasurer and the receipt of such gift/s shall be minute at the next Executive Committee meeting.
5. A special fund, to be known as the **Alumni Association Endowment Fund**, shall be established and maintained by the Association.
 - 5.1 a) All pecuniary or monetary gifts made to the Association,
 - b) Such other funds as the Executive Committee may from time to time direct, shall be deposited in the Endowment Fund.
- 5.2 Any withdrawals from the Endowment Fund shall be at the sole discretion of the Managing Committee of the Association.
6. Expenditure from sources other than the Endowment Fund may be made by the Managing Committee.

ARTICLE-IX: FISCAL YEAR

1. The fiscal year of the Association shall be from the first of January to the thirty first of December.
2. The Annual accounts of the Association shall be audited at the end of the fiscal year by an Auditor appointed at the Annual General Meeting.


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ARTICLE-X: SEAL

The seal shall be circular in form and shall have been inscribed with the following words:

"Williamnagar Govt. College Alumni Association- Estd. 03/11/2021"

- a) The Executive Secretary of the Association shall be the custodian of the seal. The failure to affix the seal of the Alumni Association to any document or instrument shall in nowise affect the validity of such or instrument.
- b) The seal of the Association shall not be affixed to any document except by the General Secretary, in the presence of the President of any one of the Vice-Presidents of the Association.

ARTICLE-XI: BY LAWS

The By-laws which are annexed to the Constitution as Appendices to read as the By-law No.1, No.2 etc. of the Association.

The Managing Committee may, with the approval of the two-thirds of the full members present, amend, modify, repeal or add to any, of the By-laws.

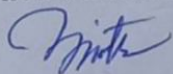
ARTICLE-XII

(Ultra Vires of the Association)

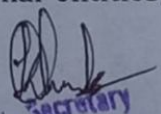
1. It is a charter of the Association, therefore; every act in discharging of roles and responsibilities of every officers or members must be in harmony with the written laws and hence the association can function only in according to the procedure established by law of the constitution.
2. If during exercising of such power is beyond the written constitution then it will amount to '**ULTRA VIRES**' meaning 'Invalid, Unlawful, Unconstitutional and no legal sanction in the eye of law, even if approved or passed by the majority-voting & present.

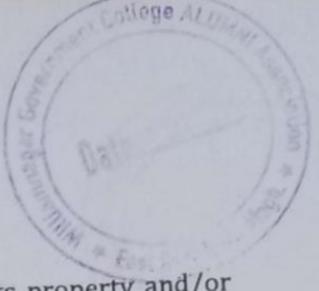
ARTICLE-XIII INDEMNIFICATION

The Association shall indemnify any officer or member of the Association for actions taken during the performance of duties on behalf of the Association so long as said actions are consonant with the honesty, integrity, mission, goals and objectives of the Association as determined by the Principal of the college. The Association shall not be responsible for any indebtedness or obligation of subordinate organizational entities, their officers or agents.


President

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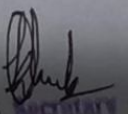
ARTICLE-XIV
DISSOLUTION OF THE ASSOCIATION

1. In the unlikely event that the Association should dissolve its property and/or assets shall be donated to the college, should it remain a viable educational institution, or distributed to such tax-exempt, non-profit organizations as may be determined by Association members.
2. There shall be no general distribution of property or other assets to any officer or member of the Association at any time beyond reasonable reimbursement of expenses. No officer or member shall be held personally liable to any creditors or the Association for indebtedness or liability, such creditors shall look only to assets of the Association for payment.

ARTICLE-XV: AMENDMENTS

Any amendments to the Constitution shall require the approval of at least two-thirds of the full membership present at the Annual General Meeting or a General Meeting or a Special Meeting, provided however, that the notice of such amendments shall be given to each full member of the Association at least two weeks in advance.

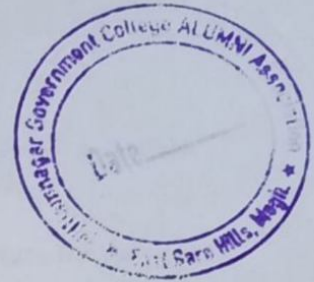

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APPENDIX A

BY LAW NO.1

DUTIES OF OFFICE-BEARERS AND COMMITTEES



1. **The President** is the chief administrative officer of the Alumni Association and is responsible for directions its program, coordinating all phases of its operation, and coordinating its services. The President shall:
 - i. Provide leadership and make final executive decisions on all matters of association.
 - ii. He/she shall have the right of determination on any despite arising from any responsibility for the interpretation and clarification of procedural questions.
 - iii. He/she shall preside at all meetings of the Association and of the Managing Committee.
2. **The Vice-Presidents** shall assume the duties delegated to him or shall act in the absence of the President. He shall have particular responsibility of the functions of one of the Standing Committees of the Association.
3. **The General Secretary** shall be responsible for:
 - a. The issue of notices for the Annual General Meeting, Special General Meetings and meetings of the executive Committee.
 - b. The preparation, circulation, presentation and maintenance of the minutes and records of all meetings.
 - c. The circulation of the agenda and/or minutes of meetings, not less than seven days prior to such a meeting.
 - d. The maintenance of the membership registers of the Association.

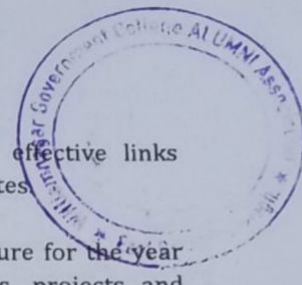
The General Secretary shall convene a special meeting of the Association at the written request of not less than twenty-five members or in the request of the Managing Committee, not later than thirty days from the date of the receipt of such notice or order.

 - e. There can be appoints one or more Assistant Secretary who shall perform such functions as delegated to them by the General Secretary and the Annual General Meeting.
 - f. The Treasurer shall assist the Executive Committee referred to in Article V in financial planning and expenditure. He/she shall be responsible for the maintenance of the proper accounts of the Association. He/she shall also prepare and present an annual statement of audited accounts at the Annual General Meeting.
- 4.1 There can be appoints one Assistant Treasurer who shall perform all such functions delegated to him/her by the treasurer and the Managing Committee.
5. The Committee on Student Welfare shall promote relations between the alumni and the students of the College. It shall, from time to time, inquire into and report on student welfare services within the College and formulate proposals for their

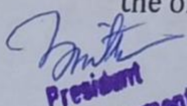
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improvement. The Committee shall also be responsible for effective links between prospective employers and college students and graduates.



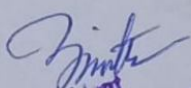
6. The Committee on Finance shall plan the income and expenditure for the year and formulate proposals for raising funds for the activities, projects and programmes of the Association.
7. The Committee on Public Relations and Alumni Welfare shall promote better relations between the college, the Association and the community, through publications, meetings, seminars, workshops, discussions and through mass media. The committee shall formulate proposals for the welfare of the alumni and conduct activities to enroll new members.
8. The Committee on Continuing Education & Extension Education shall act as a consultative Committee to the College, on continuing education & extension education for the alumni and shall promote understanding among the alumni and college employees about continuing education and extension education. It shall organize and conduct courses, extension programs, workshops, seminars and the like for members of the association and for college employees and interested members of the community in consultation with Advisory body & Authority of the college.
9. The Committee on Elections and Constitutional Matters shall be in charge of recommending proceedings for the conduct of elections and shall advice on the interpretation, the modification or amendment of the constitution and of the by-laws. It shall also recommend any constitutional and procedural matters, when so requested and report to the Special/General Meeting.
10. The registration fee for new members shall be Rs. 50/-. The annual subscription for membership shall be:
Full Member – Rs. 50/-
Associate Member – Rs. 30/-
11. The number of honorary members shall not exceed fifty.
12. Procedure for electing Office-bearers and 6 members of Managing Committee.
 - 12.1 The General Secretary shall call for nominations by written notice to all the members, at least one month before the relevant annual general meeting. The electoral list shall be revised and exhibited in the office of the General Secretary. The notice of the meeting shall also indicate that such electoral list is exhibited in the office of the General Secretary.

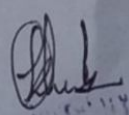

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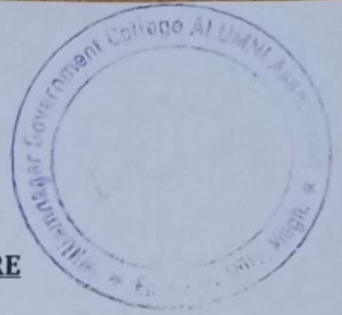

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- 12.2 Nomination for the posts of Office-bearers of the Association and for the posts of two Managing Committee members shall be received by the General Secretary not less than two weeks before the relevant Annual General Meeting. Nominations for the posts which nominations have not been received can be submitted by any member of the Association during such meeting.
- 12.3 In the event of there being more than one candidate for any post, an election shall be held, in the manner determined by the Association, at such meeting.
- 12.4 In case of vacancy during the course of the year, in any post or office, such vacancy shall be filled by the Managing Committee within one month of the occurrence of the vacancy or at its next meeting, whichever is earlier.

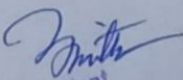

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BY LAW NO.2
DISCIPLINARY ACTION & COMPLAINTS PROCEDURE

1. Complaints against members, individually or collectively, in respect of acts considered to be in breach of the standards of behaviour which can be reasonably expected of a member of the Association, shall be addressed to the Managing committee and submitted to the General Secretary.
2. The complaint must:
 - a. Be in writing and be signed by the complainant/s
 - b. Describe, in adequate detail, the act or behaviour complained of and explain why it warrants disciplinary action;
3. On receipt of any such complaint, the General Secretary shall, within 7 days, shall inform the President (in the first instance) verbally and follow up by sending copies of the complaint letter and supporting documents (if any).
4. The President and Vice-President shall meet or communicate with each other on the subject and shall, within two weeks of receipt of the complaint, decide on their course of action. If they are unanimously of the view that the complaint is trivial, frivolous, or mala fide, and deserves to be disregarded, they shall state their views to the General Secretary and direct him/her to advise the complainant accordingly. They may consider imposing some censure or penalty on the complainant in such an event, so as to discourage irresponsible complaints.
5. The President shall constitute a sub-committee for this purpose and the sub-committee, in consultation with the general secretary, shall make its own administrative arrangement and in its conduct of the inquiry, follow the principles of natural justice and during inquiry any member charge with the complain shall have an opportunity to defend his innocent; however, if during inquiry, it has been established his guilt then the sub-committee may or shall disciplinary act against him/her by way of:
 - i. A verbal or written warning,
 - ii. A verbal or written reprimand.
 - iii. Any other penalty not amounting to expulsion.
 - iv. Expulsion him/her from membership.


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